

TESTING AND TAGGING

Requirements for testing and tagging are prescribed by AS/NZ 3760:2001.

Testing and tagging should be completed by a 'competent person'

Any specified electrical equipment must be protected by a Residual Current Device (RCD) if it is not the equipment must be tested and tagged. A RCD or fixed or stationary equipment does not need to be tested if a risk assessment deems that it is not a hazard.

For **service and office work**, 'specified electrical equipment' is equipment that:

- is connected by a flexible cord and plug to low voltage supply;

- has a current rating not exceeding 20 Amps; and

- is moved during its normal use for the purpose of its use.

For example, a handheld blow dryer, portable power saw or vacuum cleaner.

'Specified electrical equipment' also includes **extension leads or portable outlet devices** (powerboards).

Tags must be durable, non-reusable, non-metallic and must be marked with the name of the person or company who performed the test; and the test date or re-test date. Refer Section 2 of the Standard AS/NZS 3760:2001.

Equipment that is serviced or repaired should be tested before being put back into use.

Records of maintenance, including (but not limited to) inspections and tests, should be kept throughout the working life of the electrical equipment.

Such records are a useful management tool for reviewing the frequency of the inspection and testing, and ensuring that regular inspection has been carried out.

It is recommended that such records be retained for a period not less than seven years

The employer should keep records of all inspections and tests made, and maintenance carried out, on any electrical installation or electrical items.

You must also keep completed risk assessment documentation and checklists, in accordance with the legislative requirements. Records can include the following:

- a record of formal inspections and tests

- a repair/maintenance register

 - a record of all faulty equipment.

Records can consist of logbooks, asset registers or a computerised database. They should be located conveniently so that managers, employees and employee representatives can access the information.

RESPONSIBILITIES

SUPERVISORS WILL:

Ensure that damaged electrical equipment and leads are immediately tagged as unsafe or repaired;

Ensure that faulty equipment is not used;

Ensure that testing and tagging procedures are followed at all times;

Ensure that registers are kept for the purchase, testing and tagging of electrical equipment;

Ensure that work is left in a safe condition and that testing is carried out and recorded;

ELECTRICAL WORKERS WILL:

Ensure that procedures for live work and live testing are followed;

Check electrical equipment before use and report to their Supervisor any equipment that is damaged, not operating correctly, not tagged or due for retagging;

ELECTRICAL SAFETY PROCEDURES

REPAIR AND TAGGING

Every time electrical appliances are used, they will be inspected for damage and evidence of current tagging by the operator before use. When an electrical appliance is damaged, or has an expired test tag, a DANGER or DO NOT OPERATE tag will be secured to it.

This tag cannot be removed by anyone other than the person who placed the tag, or a qualified electrician.

Category	Portable electrical equipment	Type 1 or 2 safety switch (fixed)	Type 1 or 2 safety switch (portable)
Service work	At least 12 monthly intervals by a competent person OR connected to a safety switch.	Use the inbuilt test button, at least every 6 months. An operating time/current test by a competent person, at least every 2 years.	Use the inbuilt test button at least every 3 months or before each use, whichever is longer. An operating time/current test by a competent person, at least every 2 years.